



JOB DESCRIPTION

Title: **VEHICLE DRIVER P/T**
Department: Heritage Center
Class Code: 9474
FLSA Status: Non-Exempt
Effective Date: August 1, 1998 (Revised 01/2005)
Grade Number: P-6

GENERAL PURPOSE

Under the general supervision of the Center Director, performs duties associated with driving vehicles for a senior adult recreation center.

EXAMPLE OF DUTIES

- *-- Attends to the daily sign-up list and schedules the route for picking up senior adults, bringing them to the center, and returning them home; ensures that all vehicle riders use their safety belts when in the vehicle; collects rider fee and insures the safe and proper storage of money.
- *-- Attends to the other aspects of the center's vehicle service which includes but is not limited to driving for the center's periodic trips; transporting senior adults to and from appointments or errands.
- * -- Attends to the cleanliness and daily maintenance check of the vehicle; informs the Murray City shop personnel and the center director when the vehicle is not operating satisfactorily.
- * -- Submits accurate and timely reports and rosters.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- High school graduation and one (1) year experience driving, preferably in multi-passenger vehicles or delivery vans.

Special Requirements

- Must have a current, valid Utah commercial driver license with a passenger endorsement and keep a current medical examiner's certificate; will be required to attend periodic First Aid, CPR and driver safety classes.

Necessary Knowledge, Skills and Abilities

- Working knowledge of driver safety and maintenance regulations and policies; ability to work with the public; ability to communicate both verbally and in writing.

WORKING CONDITIONS

- This position requires light physical effort. It includes frequent lifting of up to ten pounds and occasional lifting of up to 25 pounds. Some bending, stooping, reaching and/or lifting will be required. Considerable standing and walking is involved.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.